

TELEWORK TERMINATION FORM

The telework option is a privilege and not an employee right but rather falls under the supervisor's discretion to determine how work should be accomplished with the organization. Termination from the telework agreement can be either voluntary or involuntary.

This is notification that the telework agreement, which was signed on _____ is no longer in effect and is hereby terminated.

Termination is based on (Please check one):

- Voluntary Withdrawal
- Involuntary Withdrawal

If involuntary terminated, this decision is based on:

- Requirements of the Current Work Assignment
- Reassignment or Change in Duties
- Lack of Office Coverage
- Failure to Maintain Employee Eligibility Standards
- Other (Please Specify):

Receipt Acknowledged

Employee's Signature

Date

Supervisor's Signature

Date